

# JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time      ☐ Permanent Intermittent      ☐ Limited-term (Temporary) Length \_\_\_\_      ☐ Formal Training and Development Assignment

Position Title: Offer in Compromise Specialist

Classification: Senior Compliance Representative (SCR)  
Lateral or Promotional List Candidates

Location: Central Office Sacramento Building

Section/Unit: Specialized Coll & Admn Support Section  
Offer in Compromise Group

Salary Range: \$4,619-\$5,616

Number of Vacancies: 1

## Job Description: (includes typical duties)

Under the supervision of an Administrator I, the incumbent is responsible for the development of Offers in Compromise (OIC) submitted by taxpayers and/or their representatives. The incumbent is required to consistently exercise independence, good judgment and initiative in performing assigned tasks.

Typical duties include:

- Developing OIC requests that have passed the screening process. Evaluate financial statements, bank records, assets and other documentation submitted with the offer. Determine if the account should be submitted for approval, denial or withdrawal.
- Develop narrative summaries on accepted offers.
- Prepare denial or withdrawal letters on unaccepted offers. Recommend the appropriate resolution, which may include installment agreement, temporary hardship, transfer to collections or recommend discharge.

## Required Knowledge, Skills, Abilities:

- Excellent written and verbal communication skills.
- Knowledge of the Franchise Tax Board's policies and programs.
- Knowledge of the department's PIT collection systems and resources (TI, ARCS, DMV, BOE, EDD, Lexis/Nexis etc).
- Strong technical, analytical and interpersonal skills.
- Ability to analyze data and situations, draw sound conclusions and take effective actions.
- Ability to exercise good judgment and tact.
- Ability to shift priorities and/or workloads in order to achieve program goals.
- Excellent time management skills.

## Desirable Experience/Qualifications:

- Ability to use MS Office applications (Excel and Word).
- Knowledge of the department's BE (Corp, LLC/LLP, etc) collection systems and resources (BETS, BE ARCS, SOS, etc).
- Patience and a sense of humor.
- Excellent attendance.

**Position appointment may be impacted by current budget situations.**

**California State Tax Compliance:** As required by the department's rules of conduct, all employees of the Franchise Tax Board (**FTB**) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, **FTB** will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at **FTB**. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with **FTB**.

Mail or hand deliver your application by: **January 26, 2009**

Contact Person: **Yadira Morales (916) 845-3762 or Heather Youngberg**

Telephone Number **(916) 845-7422**

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Special Instruction: **FTB Employees Hand Deliver or Route To**

**Yadira Morales at M/S A-453**

Please include a completed state employment application for STD 678, Written statement explaining how your skills and abilities will benefit Offer in Compromise Program and provide phone numbers and names of last two supervisors.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

**All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.